

From: Dan Miller

Sent: 12-21-2004

Subject: Clarification of Contents in "Description of Area Required" Column on Ownership Record Sheet

This email is being sent to clarify the contents of the "Description of Area Required" column on the Ownership Record Sheet, and how the contents may need to be revised during the development of the R/W plans. Although the standards exhibits (C1 and C2) generally show the intent of this column fairly well, they do not explain how or when the description of the area may need to be revised. This is because the sheets for the exhibits are at the Final R/W Plans stage.

In regards to this particular issue, the rule is that this column should only reflect that part(s) of the parcel and/or Section(s) that the new r/w is located in.

There appears to be some unawareness that the description in the column will sometimes need to be revised when going from the Basemapping phase to the Final R/W Plans phase. To quote our well worn phrase - "it depends", on a parcel by parcel basis.

To explain further, when preparing Basemapping plans, which are typically done before we know the location of the final r/w requirements, the description of the area shown will generally match what is in the title report's Exhibit A legal description for the parcel. Below are a few samples.

1. Exhibit A description = Sections 4, 5 and 6 - in the column you would have 3 separate rows, with each one saying "Pt. Section X".
2. Exhibit A description = The NW 1/4 of Section 14 - the column would read "Pt. NW4 Sec.14"
3. Exhibit A description = That part of the SE 1/4 of Section 25 described as follows - the column would read "Pt. SE4 Sec.25"
4. Exhibit A description = Lot 13 of Sunny Acres - the column would read as "Pt.Lot 13 Sunny Acres..."

Aliquot break downs in the same Section can be combined. For example, if the exhibit A description, or, the portions that are affected by new r/w, are described as "the SE1/4, the SW1/4 and the NE1/4 of Section 3" two of the 1/4's can be combined, so that the column could read as "Pt. S2 and NE4 Sec.3". Please be aware however that every so often, we may have a request by an appraiser or acquisition agent to do a breakdown on a different basis for a private parcel, due to special circumstances.

When the Basemapping plans are revised to become the Final R/W Plans and we are showing the new r/w requirements, the descriptions in this column may need to be revised based on the above rules. This would probably be more true for example 1 above, where the description would need to be broken down into individual quarter sections. Also refer to the helpful hint on exhibits C1 and C2 for more information regarding this data column.

Two policy emails that went into more depth about how to fill in this column for Federal lands were sent out on 5/24/01 and 7/20/01.

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